



City of Rialto

EMPLOYMENT OPPORTUNITY

CIVIL ENGINEER

Salary: Up to \$6,385/Month DOQ - plus excellent benefits including a 4/10 workweek.

Final Filing Date: Open Until Filled. A City application is required and may be obtained online at www.rialtoca.gov, via email hr@rialtoca.gov, or by calling (909) 820-2540 or at the Human Resources Department. Resumes may be attached to the City application but will not be accepted in lieu of a completed City application. Postmarks and faxes will not be accepted.

The Position: The successful candidate will be an experienced, motivated individual who can effectively perform highly complex public works civil engineering functions in the areas of land development, traffic engineering, water, wastewater, storm drain, and street design, as well as working effectively with the public and employees while performing the office-related duties of this mid-management position. The ideal candidate will have a strong customer service orientation and excellent organizational and motivational skills. Under general supervision, essential functions include, but are not limited to: plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for providing professional engineering services in the design and construction of public works projects including street, water and utility services; establishes schedules and methods for providing engineering services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly; prepares and/or reviews professional civil engineering designs for assigned projects utilizing a variety of computer software programs; performs detailed calculations and computations; prepares and/or reviews the adequacy and accuracy of computations, preliminary layouts and design work from field and survey data; reviews and approves changes to approved plans and specifications; processes a variety of permits; exercises professional engineering judgment in accordance with current accepted practices of civil engineering and appropriate laws and codes; serves as project manager on complex engineering studies and projects; administers construction and professional services contracts; monitors budget, inspects work in progress and conducts final inspections to accept completed work; ensures compliance with contractual obligations; reviews and approves change orders; approves progress and final payments; ensures compliance with applicable codes and regulations; provides resolutions to construction problems; oversees the bidding process for capital projects including receiving applications, awarding contracts and issuing notices; reviews land development plans, subdivision maps and grading plans for compliance with applicable laws, codes and regulations as assigned; assists construction inspectors of plans, specifications and other contract documents; participates in the selection of engineering staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; participates in the preparation and administration of assigned engineering program budget; submits budget recommendation; monitors expenditures; prepares engineering specifications, costs and quantity estimates for utility related projects; obtains required easements or permits for water, sewer system, utility structures construction; performs field reviews of proposed construction site; obtains measurements and creates preliminary construction plans; plans and supervises the collection, analysis and reporting of various traffic engineering studies and provides support to the transportation commission; and performs related duties and responsibilities as required.

Education, Experience and Requirements: Equivalent to a Bachelors degree from an accredited college or university with major coursework in civil engineering or a related field. Must also have four years of increasingly responsible civil engineering experience including two years of supervisory management responsibility. Advanced educational training in civil engineering is highly desirable. Must possess and maintain a valid California driver's license and registration as a Professional Engineer issued by the California Board of Registration. Knowledge of: Civil engineering principles and practices as applied to the field of municipal public works, including planning, designing, developing and constructing a variety of public works facilities. Ability to: Plan, organize, supervise, and coordinate public works engineering functions and establish and maintain cooperative working relationships with individuals, contractors, developers, community organizations and other governmental bodies concerned with public works engineering functions.

Selection Process:	Phase I	Application Appraisal
	Phase II	Oral Board Interviews
	Phase III	Finalist Interviews

City of Rialto

Incorporated November 17, 1911, THE CITY OF RIALTO covers 28 square miles and currently has a population of approximately 96,000. Citizens enjoy the services of City-owned water, fire, and police departments, as well as community recreation facilities. Rialto provides shopping facilities and ample professional and banking services within an hour drive of Lake Silverwood, Big Bear Lake, Lake Perris and Lake Arrowhead, providing camping, skiing, boating and other recreational activities. Rialto is served by three major freeways, I-10, I-15, and I-215, as well as State Highways 60 and 91.

EMPLOYMENT INFORMATION

HOW TO APPLY: Applications and information may be obtained from the Human Resources Office, 290 W. Rialto Ave., Rialto, CA 92376. Telephone (909) 820-2540. Email address: hr@rialto.ca.gov. Job Hotline (909) 820-2640.

APPLICATIONS: Applications must be filled out completely and must clearly show that the minimum qualifications are met. Submitting an incomplete application may result in disqualification. All statements made on the application are subject to investigation and verification. Applications must be filed by the established deadline. Resumes may be attached to the completed application forms, but a resume will not be accepted in lieu of an official application form.

SELECTION: Those applicants who meet the minimum qualifications and appear to be among the best qualified will be selected as candidates for the examination. **Should a qualified individual with disabilities need reasonable accommodation in order to participate in the examination process, the City of Rialto must be notified no later than five working days of the scheduled examination date.** The Immigration Reform & Control Act of 1986, requires that all employers examine specified documents and verify that all employees hired after November 6, 1986, are either United States citizens or aliens legally permitted to work in the United States. Any offer of employment extended to an applicant is contingent upon the applicant providing the appropriate

Documents prior to commencement of employment.

EMERGENCY SERVICE: All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster.

EMPLOYMENT STANDARDS: *Employment with Rialto is contingent on meeting the medical standards of the position. An employee must pass a pre-employment physical examination, including a reference and background check, loyalty oath, and complete a one year probationary period. (Safety employees-eighteen months.)*

AGENCY SHOP: Union dues or service fees are mandatory as a condition of employment for employees who are in classifications which are covered by Agency Shop provisions. Qualified religious objection can be accommodated.

CITY OPERATING HOURS: Monday through Thursday, 7:00 a.m. to 6:00 p.m., closed every FRIDAY and major holidays.

EMPLOYMENT BENEFITS

VACATION with pay of 11 working days per year is granted the first through fourth years; one additional day per year after the tenth year, up to a maximum of 20 working days per year.

TWELVE HOLIDAYS are observed each year, plus four floating holidays of employee's choice.

ADMINISTRATIVE LEAVE: One hundred hours of administrative leave per fiscal year.

SICK LEAVE is accumulated at the rate of one day per month with no maximum amount of accumulation.

RETIREMENT benefits are provided to City employees by the Public Employee's Retirement System (PERS), at 2% at age 55 formula. The City pays the employee contribution towards PERS.

CAFETERIA PLAN City's contribution to the Cafeteria Plan is \$750.00 to go towards the employee's contributions for Health, Vision, and Dental insurance premiums for each employee of the unit.

HEALTH INSURANCE is offered through PERS with several different plans to choose from for employee and dependents.

LIFE INSURANCE provides a \$50,000 double indemnity policy for employee plus dependent coverage (\$5,000 for spouse and \$1,500 for each child over six months; \$500 for each child under six months).

DENTAL INSURANCE is offered to employees by Safeguard with four plans (3 HMO and 1 PPO) and Delta Dental with 2 plans (1 HMO and 1 PPO) to choose from for employee and dependents.

DEFERRED COMPENSATION is available to those employees who wish to supplement their retirement income. Money may be deducted from their checks and placed in a security plan without paying taxes on the amount until it is withdrawn. The City shall pay \$100 per month toward deferred compensation plan.

MERIT RAISES may be received in the form of salary increases four times within or in four years with the attainment of satisfactory work performance.

BILINGUAL PAY is paid to employees who successfully pass the bilingual proficiency examination for Spanish.

SPORTS CENTER usage has been made available; at no cost, to all employees as set forth in the usage guidelines. The facilities include weight room, racquetball and tennis courts, pool, sauna, and jacuzzi.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision in this bulletin may be modified or revoked without notice.

EQUAL OPPORTUNITY: The City of Rialto does not discriminate on the basis of race, religion, color, sex, age, ancestry, national origin, marital status, or disability. Equal employment opportunity will apply to all personnel actions, including, but not limited to, recruitment, selection, training, transfers, promotions, evaluation, compensation, discipline, layoffs, terminations and rehires.

City of Rialto

Human Resources

150 S. Palm Ave.

Rialto, CA 92376

(909) 820-2540

Job Hotline: (909) 820-2640